



# City of Seattle

## Department of Planning & Development

### Applicant Services

MATT L DRISCOLL  
1335 N Northlake Way, Suite 102  
Seattle, WA 98103

**Re: Project# 3007947**

#### Correction Notice #4

<b>Review Type</b>	ZONING	<b>Date</b>	August 19, 2011
<b>Project Address</b>	9076 Holman Rd NW	<b>Contact Phone</b>	(206) 547-1761
<b>Contact Email</b>	mattd@darchllc.com	<b>Contact Fax</b>	
<b>DPD Reviewer</b>	Edgardo R Manlangit	<b>Address</b>	Department of Planning & Development 700 5th Ave Suite 2000 PO Box 34019 Seattle, WA 98124-4019
<b>Reviewer Phone</b>	(206) 684-5043		
<b>Reviewer Fax</b>			
<b>Reviewer Email</b>	Ed.Manlangit@Seattle.Gov		
<b>Owner</b>			

#### Applicant Instructions

Please see the attached flyer to learn "[How to Respond to a DPD Correction Notice](#)".  
If the 3-step process outlined in the aforementioned document is not followed, it is likely that there will be a delay in permit issuance and there is a potential for penalty fees.

#### Corrections

##### 1 Required Street Improvements:

1a. Promptly initiate coordination with SDOT regarding the required street improvements along the abutting streets. Please submit conceptual drawings of the street improvements to SDOT for review. Please contact Joel Prather of SDOT @ (206) 615-0772 regarding the requirements for initial street improvements plan submittal. Conceptual approval by SDOT for the street improvements is required prior to issuance of the MUP and at the Building Permit application, street improvement plans is required to be submitted and having at least a 60% approval by SDOT.

##### 2 Required Green Factor:

2a. The Green Factor Worksheet and the Score Sheet must be shown on plans as part of the plans set and not on separate small sheets. All the designation of areas (like A1, A2, B1, B2 and so on, that count into the green factor must correspond to the designated areas on the Landscape

plans. Clearly designate landscaped areas on plans for green factor compliance. Also, these areas must specify the dimensions so as for DPD to be able to check and verify calculations. Please note that we do not scale plans for compliance, so please provide dimensions.

### **3 Departures From Development Standards:**

3a. Please provide a Departure Matrix (in tabulated form) being requested citing all the code provisions as required for each item, the standard requirement, the proposed departure, reasons for departures and/or comments.

3b. Promptly follow up with the DPD Land Use Planner, Colin Vasquez, for discretionary review for this project regarding the requested Departures. This will involve referral to the Design Review board for review and approval.

Please revise plans as called for above, and re-submit for review. For further questions, please call or by e-mail. Thank you.

CC: Colin Vasquez - DPD Land Use Planner (Discretionary MUP)



## How to Respond to a DPD Correction Notice

This flyer outlines a 3-step process which must be followed in order to successfully respond to a DPD Correction Notice. If the process is not followed, applicants will likely experience a delay in receiving their permit.

### Step1: Pick up the Plans.

- ☐ Shortly after reviews for a project have been completed, DPD Plans Routing will notify the project's primary contact by phone or email, and a letter will be sent by mail as notification that the plans are ready to be picked up. Once the contact is notified that the plans are available, the plans may be picked up from the Plans Routing Counter in the Applicant Services Center. Review status for any project can be checked at [www.seattle.gov/dpd](http://www.seattle.gov/dpd).

### Step2: Make Corrections.

- ☐ Verify that all corrected plan sets, including written responses, are identical.
- ☐ Verify that the responses to all corrections have been coordinated, as appropriate, among all designers, architects, engineers and owners.
- ☐ Changes made that are not in direct response to a correction notice should be identified, shown to comply with code, and explained why the changes have been made.
- ☐ Pencil mark-ups and stapled or taped papers are not acceptable on the corrected plans.

**Provide a complete written response to each correction item. Each response is to include the following:**

- ☐ A clear description of the change that has been made.
- ☐ A clear description of where in the plans the change can be found.
- ☐ A statement justifying why the requested change has not been made, including a code-based explanation or calculations, as appropriate.

#### **If replacement sheets are being provided in the corrected plan sets:**

- ☐ Clearly identify changes on the replacement sheets by clouding or circling the changes.
- ☐ Mark the old sheets as "VOID" and roll them up with the corrected plans. Do NOT staple void sheets into the corrected plan sets. It is not necessary to interleaf the voided sheets into the corrected plan sets.

#### **If changes are being made to the original sheets:**

- ☐ Clearly identify the changes by clouding or circling them with ink (preferably red, waterproof ink).

#### **PLATTING ACTIONS:**

When responding to corrections for a platting action (lot boundary adjustment, short plat, etc.), entirely new plan sets must be provided. Marked-up surveys are not allowed.

#### **COVENANTS:**

When providing an original signed and notarized covenant, submit the original document directly to the DPD Reviewer.

### Step3: Return Corrected Plans.

- ☐ Return the corrected plans to the Applicant Services Center.

**Plans Routing will NOT accept corrected plans without written responses to all corrections.**

#### **If the above process is not followed, one or more of the following will occur:**

- The corrected plan submittal may not be accepted by Plans Routing.
- There will be a delay in corrected plan review and permit issuance.
- A \$320 correction fee will be charged to the project.